

Matt Blunt
Governor



Michael N. Keathley
Commissioner

State of Missouri
OFFICE OF ADMINISTRATION
Division of Accounting
570 Truman Building, 301 West High Street
Post Office Box 809
Jefferson City, Missouri 65102
(573) 751-2971
INTERNET: <http://www.oa.mo.gov/acct>
E-MAIL: acctmail@mail.mo.gov

Thomas J. Sadowski
Director

MEMORANDUM

TO: State Agencies
FROM: OA/Accounting
DATE: November 15, 2005
RE: New Document Retrieval Request Procedures

On July 1, 2005, state agencies were given the responsibility of filing all original supporting documentation related to payments. However, OA/Accounting is still responsible for retrieving documents processed prior to this date. A web site has been developed that will allow you to submit your retrieval requests electronically, allowing OA/Accounting staff the opportunity to get the process of retrieving your documents started sooner.

The web site located at <http://www.oa.mo.gov/acct/docretrieval.htm> contains the instructions and the form to be used to process all future retrieval requests. All agencies may begin using the new procedure now or before December 31, 2005. Beginning January 3, 2006, OA/Accounting will no longer accept email or paper requests.

Your cooperation in making this a smooth transition is greatly appreciated. If you have any questions or concerns, please contact Darlene Keeling @ (573) 751-4118 or Tony Verhoff @ (573) 751-4461 for assistance.